

MHSOAC
RFP STAKEHOLDER FAMILIES OF CLIENTS AND CONSUMERS 002
Questions and Answers 1

RFP STAKEHOLDER FAMILIES OF CLIENTS AND CONSUMERS 002			
Questions and Answers 1			
	RFP Section Reference	Question	MHSOAC Response
1	Purpose: Engagement of Families of Clients and consumers	Is this RFP subject to CA DVBE mandatory 3% participation?	No
2	Purpose: Engagement of Families of Clients and consumers	Is this RFP exempt in participating in CA DVBE 3% participation?	This RFP is exempt from participating in the CA DVBE requirement
3	Purpose: Engagement of Families of Clients and consumers	Our DVBE meets the criteria for engagement with Families of Clients and Consumers, how can we participate in this RFP?	You may participate in this RFP by submitting a proposal or work with another organization that submits a proposal. All requirements in the RFP must be met before being considered for contract award.
4	General	Will the OAC be answering questions even after the published deadline for submitting questions? In procurements, the OAC continued to accept and answer questions; though their ongoing acceptance of questions was not communicated to potential proposers. In order to ensure adequate and fair support for all proposers, what will be the process for accepting and answering questions after the published timeframe outlined in the RFP?	The MHSOAC will respond to all questions submitted before the date listed as the Deadline to Submit Questions in Section I.B. Key Action Dates. The MHSOAC is not required to, but will maintain discretion in responding to questions submitted after the Deadline to Submit Questions, if the MHSOAC determines that there is a benefit to the overall procurement.
5	General	How will the information gathered and provided by contractors be utilized in the Commission's processes/plans?	This question is outside of the scope of the procurement and will not be addressed.

MHSOAC

RFP STAKEHOLDER FAMILIES OF CLIENTS AND CONSUMERS 002

Questions and Answers 1

RFP STAKEHOLDER FAMILIES OF CLIENTS AND CONSUMERS 002			
Questions and Answers 1			
	RFP Section Reference	Question	MHSOAC Response
		How will the Commission utilize the information to prioritize and funds future activities and projects?	
6	General	In order to receive full points, the RFP requires that the Contractor partner with LLEs. Will a proposal receive full points if the LLE is the same in multiple years as long as the event locations are distinctly different from year to year?	An LLE may be used more than once as long as they meet the requirements in the RFP for each Local Community Engagement.
7	P. 7 - Section I.A.	<p>The RFP states: "To support the development of this contract opportunity, the MHSOAC engaged in an extensive community consultation process to learn more about Families of Clients and Consumers communities and to collect input from individuals and those working with and on behalf of these populations."</p> <p>To ensure alignment with identified needs above and beyond the sample provided by the OAC, can we be provided with copies of the survey results and summaries of the listening sessions?</p>	<p>The requirements as stated in this RFP are the requirements that will be used to determine the winning proposal and will be used as the scope of work for contract management purposes.</p> <p>Anyone may be provided copies of the survey results and summaries of the listening sessions, through a request outside of a procurement process. Questions received during a procurement process are de-identified in order to maintain complete objectivity of the responses.</p>
8	P. 8-9 - Section 1.C - Contract Term & Available Funding, paragraph 1	On p. 9, it states that "work on this contract will begin in July 2020" but on p. 8, the contract start date is given in the Key Action Dates as April/May 2020. Does this mean that we contract with MHSOAC but don't begin work until July 1 or can we begin work as soon as our contract is executed?	<p>See Addendum 1.</p> <p>Contract start date is anticipated to be April/May 2020.</p>

MHSOAC

RFP STAKEHOLDER FAMILIES OF CLIENTS AND CONSUMERS 002

Questions and Answers 1

RFP STAKEHOLDER FAMILIES OF CLIENTS AND CONSUMERS 002			
Questions and Answers 1			
	RFP Section Reference	Question	MHSOAC Response
9	P. 14 - Section V.D.	The RFP states: In addition, the LLE must meet the requirements listed in V.A.2.e.2.. There are no specific requirements listed. Please clarify?	<p>The phrase in question is Section III.D. (not V.D.)</p> <p>Section V.A.2.e.2 is the workplan. The following information needs to be provided if using an LLE:</p> <p>V.A.2.e.2. If contracting with a Local Level Entity, provide the following information:</p> <ul style="list-style-type: none"> (a) Organization Name (b) Organization Address (must be in the area where the local engagement event will be held) (c) Organization Contact (Name, Title, Email) (d) Documented Relationship. (e.g. MOU, Letter between the organizations verifying the commitment to use this organization, etc.). Documentation must be signed by both parties and cannot be signed by a fiscal agent of the Local Level Entity. (e) Number of staff (f) Role/Task assigned
10	P. 15 - I.V.A.2.	The RFP states: Five (5) events will be conducted per year, for a total of fifteen (15) events during the contract period. No less than two (2) events shall occur in each of the five (5) regions of the State (Bay Area, Central, Los	The requirement is no less than two (2) events shall occur in each of the five (5) regions. Proposer may propose any number of events in excess of the

MHSOAC

RFP STAKEHOLDER FAMILIES OF CLIENTS AND CONSUMERS 002

Questions and Answers 1

RFP STAKEHOLDER FAMILIES OF CLIENTS AND CONSUMERS 002			
Questions and Answers 1			
	RFP Section Reference	Question	MHSOAC Response
		<p>Angeles, Southern, and Superior) over the contract period, without duplicating the event location in any of the regions.</p> <p>Does this mean that if 2 events take place in any one region, the proposer has flexibility to propose having 4 events in a region (as opposed to the 3 required)? For example, if a proposer plans for 2 events to take place in the Southern Region over the 3 year contract, can they add a 4th event in the Central region to complete the 15 required events?</p>	required two (2) for any region during the contract term.
11	P. 15 - Local Community Engagement, paragraph 1 (c) "Contractor will promote the event..."	Does this mean that any outreach for advocacy activities should exclude the MHSOAC logo? Would we include or exclude the MHSOAC logo on flyers or online materials that reach out to community members to (1) attend Hill Day or (2) attend a meeting or rally around a specific piece of legislation?	The requirement (IV.A.2.c.) is, "All marketing materials created, that are non-advocacy in nature, need to include the MHSOAC logo. As such, all materials with the MHSOAC logo need to be approved by the MHSOAC prior to being used and disseminated for public release." If the Contractor is unsure if the MHSOAC logo should be used, the Contractor shall work with the MHSOAC to make that determination.
12	P. 15-16 - Section IV.A.2	<p>In multiple sections, the RFP states: "All marketing materials created, that are non-advocacy in nature, need to include the MHSOAC logo. As such, all materials with the MHSOAC logo need to be approved by the MHSOAC prior to being used and disseminated for public release."</p> <p>The OAC has publicly discussed their very limited staff capacity. As such, what will the timeline be for submission and approval for materials?</p>	The MHSOAC will work with the Contractor on appropriate review and approval timelines.

MHSOAC

RFP STAKEHOLDER FAMILIES OF CLIENTS AND CONSUMERS 002

Questions and Answers 1

RFP STAKEHOLDER FAMILIES OF CLIENTS AND CONSUMERS 002 Questions and Answers 1			
	RFP Section Reference	Question	MHSOAC Response
13	P. 16 - Local Community Engagement, 2 (b) (5) - "Information...shall be documented and presented..."	Does MHSOAC want a full transcription and summary of key themes or would the latter suffice?	A summary of the information heard at the listening session will be acceptable.
14	P. 16 - State Level Advocacy Event - "Budgeted funds of \$10,000 per local/county area..."	What costs are allowable to "assist groups to attend"? Is this limited to transportation-related costs or could we provide gift card incentives? Could this support overnight accommodations or meals for attendees?	The intent is for the budget funds to provide support to attend the event (travel, meals, accommodations, etc.) and not payment directly to an individual/organization to attend the event.
15	P. 21 - Funding - paragraph 1 - "The Contractor...agrees to commit spending at least half the money...directly on the event."	Please define "Administration." We would define program staff time as direct event costs - does this definition accord with MHSOAC's understanding of it? Can we recoup indirect costs under "Administration"?	Program staff time is considered non-direct cost of an event, unless they are hired solely for the event and do not have any time, or function before or after an event. Funds identified as spending directly on an event, shall not be used for program staff.
16	P. 21 - Funding - paragraph 1 - "Additional Local Community Engagement"	May a training event alone constitute a form of "additional local community engagement"?	The title "Additional Local Community Engagement" is a funding line description and not a requirement. Additional Local Community Engagement is designed for an LLE, if applicable, or for additional contractor funds for Local Community Engagement (IV.A.2.), if an LLE is not used.
17	P. 23 - Section V.A.	The RFP states "Local Community Engagement Tasks and Activities" are to be recorded in attachment 8;	Please see Addendum 1

MHSOAC

RFP STAKEHOLDER FAMILIES OF CLIENTS AND CONSUMERS 002

Questions and Answers 1

RFP STAKEHOLDER FAMILIES OF CLIENTS AND CONSUMERS 002 Questions and Answers 1			
	RFP Section Reference	Question	MHSOAC Response
		however in the attachment list, this requirement is listed as Attachment 7. Please clarify	The correct reference is Attachment 7
18	Attachment 5, Proposer Background	The RFP requests the following information: “How many staff/employees are Families of Clients and Consumers? This does not include volunteers or contractors. / a. Provide support.” Is the RFP requiring that we disclose personal and confidential information including staff names? What specific support would be sufficient to provide “proof” of status without compromising staff privacy?	The RFP allows the proposer to determine the type of information that they need to submit to verify the requirement has been met. If a proposer submits private or personal identifiable information, this information will be redacted before the proposal information is available to the public if requested, after the contract is awarded.
19	III.A.4.	It is a minimum qualification that 50% of the staff and Board members be family members of clients and consumers. We are wondering if the clients and consumers need to be receiving our services or behavioral health services in general.	Clients and consumers do not need to be receiving services to meet the family member minimum qualification.